

## PERSONNEL AND LABOR RELATIONS COMMITTEE

March 20, 2020

County Boardroom, Green County Courthouse

10:00 a.m.

### Members Present

Art Carter  
Herb Hanson  
Kristi Leonard  
Erica Roth  
Richard Thoman

### Members Absent

Jerry Guth  
Ray Francois

### Others Present

Mike Doyle  
Brian Bucholtz  
RoAnn Warden  
Andrea Sweeney  
Barb Miller  
Dick Marti  
Chris Narveson

Gloria Baertschi  
Monica Hack  
Harvey Mandel

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The meeting was called to order by Chair Carter.

**Motion by Roth, seconded by Hanson to approve the minutes of the February 26, 2020, meeting. Motion carried.**

The committee discussed the following temporary county orders or policies required related to COVID-19:

- **Motion by Leonard, seconded by Roth to approve hiring a temporary RN positions at \$45. Motion carried.**
- **Motion by Hanson, seconded by Roth to allow employees to carry over vacation if affected by COVID-19. Motion carried.**
- **Motion by Hanson, seconded by Roth to approve the Temporary Green County Order Regarding Employees During the COVID-19 Public Health Emergency, see *Exhibit 1*. Motion carried.**
- **Motion by Leonard, seconded by Thoman to approve the Telecommuting Policy in Response to Declaration of COVID-19 Pandemic by World Health Organization, see *Exhibit 2*. Motion carried.**
- **Motion by Roth, seconded by Leonard to approve the COVID-19 Questionnaire - Employee, see *Exhibit 3*. Motion carried.**

The committee discussed the change in the Overtime portion of the Employee Handbook, see *Exhibit 4*. Motion by Thoman, seconded by Leonard to approve the aforementioned. Motion carried.

The committee discussed the Human Resources Director position. The position has been hired with 3 weeks of vacation at the beginning of employment, three personal days on the first day of employment to be used before the end of the year and three personal days to be used throughout the 2021 calendar year, see *Exhibit 5*. **Motion by Thoman, seconded by Hanson to approve the aforementioned. Motion carried.**

Statement of purpose for closed session by the chair as follows: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to Wis. Stats. 19.85(1)(c) - Discussion of Solid Waste Manager's salary.

**Motion by Roth, seconded by Thoman to go into closed session. Motion carried.**

**Motion by Roth, seconded by Thoman to reconvene in open session for matters discussed in closed session. Motion carried.**

**Motion by \_\_\_\_\_, seconded by Roth to approve the step increase for the Solid Waste Manager position at a Grade 17, Step 8 effective at the next payroll period. Motion carried.**

**Motion by Leonard, seconded by Roth to adjourn. Motion carried.**